

AGENDA

Henika District Library
Board of Trustees Meeting
October 10th, 2023 at 6:30 pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. September 2023 Regular Meeting Minutes (M)
- B. September 2023 Special Meeting Minutes (M)

V. Financial Reports

- A. August 2023
 - Approval of Paid Bills (M)
 - Credit Card Detail Report
 - YTD Budget vs Actual
 - United Bank Accounts Overview

VI. Director's Report

- A. Monthly Statistics
- B. Youth Report
- C. Adult Report
- D. Circulation Report

VII. Committee Reports

- A. Finance Committee Meeting 10/4

VIII. Unfinished Business

- A. Parking Lot Proposal

IX. New Business

- A. Cardiac Emergency Response Plan
- B. Phone System

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
September 12, 2023 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Sarah Powell

Members Absent: Danielle Simmons

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni, Mike Chachulski (Green Built Roofing)

- I. Call to Order: Meeting called to order at 6:33 pm by Augustin.
- II. Approval of Agenda motioned by Byville and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: Aviv Karni is excited for the September bingo program and the Reading Dragons program.
- IV. Approval of Meeting Minutes
 - a. Approval of August 2023 Regular Meeting Minutes with the spelling correction of “Maris” to “Maria” motioned by Augustin and seconded by Fryling. All yes, motion passed.
 - b. Approval of August 2023 Special Meeting Minutes with the spelling corrections of “Maris” to “Maria” and “Augustijn” to “Augustin” motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- V. Financial Reports for August 2023
 - a. Monthly check register was reviewed. Local Hop is the new program for registration and events that syncs with the calendar on the website and is searchable; the payment of \$765 includes the setup fee – the annual fee in the future will be about \$500. The fee for the budget hearing notice in the Allegan County News was \$240.
 - b. Credit Card Detail Report was reviewed. The Canva charges were for the “get a library card” postcards that were given to the schools to hand out at the back-to-school open houses. The charge from Techsoup was for updated versions of Microsoft Office for patron and staff computers. Amazon charges were to replace materials that were lost or damaged.
 - c. YTD Budget vs. Actuals was reviewed.
 - d. United Bank Accounts were reviewed. The accountant has not updated the Statement of Financial Position to reflect the changes made to the

CDs; the information on the United Bank accounts page is up to date for the CDs. Musgrave inquired about the accountant's number for building savings not matching up with United Bank account statement. Bakovka stated the United Bank accounts page is the most up to date for building fund and savings accounts totals.

- e. Approval of paid bills motioned by Augustin and seconded by Marsh. All yes, motion passed.

VI. Director's Report

- a. Bakovka gave an update on Jess; she is improving, and they will reassess in another month or so. Bakovka talked with the staff about whether they feel they can continue without hiring a temp, and the staff currently feels they can handle it. There will be a goodbye dinner for Faith at Casa Real in Otsego at 6 on Friday. Bakovka has hired Abby as the new adult librarian; Bakovka worked with her previously and she starts next Thursday. Bakovka finished a major grant application this month to request funds to be used toward an expansion. Bakovka had a meeting with Apex Clean Energies; they are putting in a solar farm in our area, which should be up and running in 2025 and will be a 25-to-30-year project. Bakovka will be meeting with Tribal Librarian Karen Bos tomorrow to start discussions on how they can partner. Bakovka has been awarded two personal grants for continuing education for herself. There is a new partner collection with Libby with the addition of Mideastern Michigan Library Cooperative. The Touch a Truck program on Saturday September 23 will run from 11am to 1pm and could use board volunteers to assist during the event.
- b. Monthly Statistics were reviewed. The most popular day of the week in August was Mondays. Program attendance dropped in August, which is normal for this time of year with the end of summer break. Summer Reading finisher statistics were about 49%, which was much higher than last year.
- c. The Youth Services report was reviewed. The Summer Reading Finale Party had about 70 attendees. There were 14 attendees for notebook decorating for teens. The first after school art of the season had 52 kids. Touch a Truck is coming up and Tori is working on getting library visits set up with the local schools.
- d. The Adult Services report was reviewed. Faith has some programs planned for October to help with the staffing transition. Grand Rapids Ghost Hunters, Tobin Buhk, and Cindy Semark are outside programmers planned for October.
- e. The Circulation report was reviewed. There were 22 new library cards added in August. DVD checkouts spiked this month.

VII. Committee Reports

- a. Building and Grounds Committee Meeting 8/15

- i. The Building and Grounds Committee has been talking more in detail about financing options for growth. Triangle will be a help, but now asking for help from Finance Committee. Edit to minutes needed to change "Agenda" to "Minutes."
- b. Finance Committee Meeting 8/30
 - i. The Finance Committee met to discuss financing options. Commercial loans are almost prohibitively expensive. Grants, USDA loan, millage, and fundraising options to be explored.

VIII. Unfinished Business

- a. Roof Proposals
 - i. Property Revolution
 - 1. The quote from Property Revolution was presented and discussed at the August board meeting. A letter from GAF to Property Revolution was provided to show Property Revolution's participation in a Silver Pledge Limited Warranty Pilot.
 - ii. Green Built Roofing
 - 1. Green Built Roofing is in Wayland and has done about 345 jobs from the storm. Their website lists them as a Master Elite contractor with GAF. Mike Chachulski stated that they offer a System Plus warranty; the warranty is 50 years on the shingles, 40 years non-prorated, a lifetime installation warranty, and an annual inspection free of charge in the fall. Anything beyond about 7 sheets of plywood would be an additional charge for time and material. Bakovka to check if our insurance policy includes code upgrade. The provided quote is for GAF HDZ shingles and comes in under the insurance amount; it would be about \$1800 to upgrade to GAF UHDZ shingles, which remains within the amount insurance will pay. Mike stated they would be able to complete the project within a few weeks of going under contract. Kuhn inquired about getting the warranty details in writing; Bakovka stated she has all the warranty information in writing via email. Marsh and Powell had their roofs replaced by Green Built and were happy with the timeline, communication, and final product.
 - iii. Premier Roofing
 - 1. The quote from Premier Roofing was discussed. The shingles quoted are the GAF UHDZ shingles and the warranty period is 40 years for materials and 25 years for workmanship. Premier Roofing is a Master Elite contractor with GAF.
 - iv. Hiring Green Built Roofing to complete the work related to the April hailstorm, to include replacing the roof with GAF UHDZ

shingles motioned by Byville and seconded by Powell. Roll call vote. Seven yes, one absent; motion passed.

- a. Bvyille YES
- b. Mugrave YES
- c. Powell YES
- d. Fryling YES
- e. Marsh YES
- f. Augustin YES
- g. Kuhn YES
- h. Simmons ABSENT

IX. New Business

- a. Budget Amendment #3
 - i. There was an increase in revenue beyond what was budgeted, partially due to the insurance claim money, as well as an increase in state aid, copies and faxes, interest income. The proposed budget amendment allocates more money to payroll liabilities, equipment, materials, advertising and promotion, communications, building and liability insurance, memberships and staff development, programming, and capital outlay.
 - ii. Adoption of Budget Amendment #3 FY 2023 motioned by Musgrave and seconded by Augustin. All yes, motion passed.

X. Around the Table

- a. Byville is glad we came to a decision on the roof. Inquired about the parking lot; Bakovka says the City is working with their lawyer on wording for the bid proposal.
- b. Musgrave is super happy and impressed, thankful for Bakovka.
- c. Powell thought Bakovka did great work on the grant, very impressive.
- d. Fryling reminded the Building and Grounds Committee that they need to set the date for their next meeting.
- e. Bakovka reminded the group that Faith's going away party is at 6pm on Friday at Casa Real in Otsego and that Tori needs help at Touch a Truck.
- f. Marsh is very happy with the progress made tonight.
- g. Augustin is grateful for the roof, for Bakovka, and for all the good things happening.
- h. Kuhn shared that she will miss Faith but is grateful that Henika has been a place for her to grow. Asked Bakovka to let us know if there is anything we can do to help Jess.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:25 pm.

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Special Meeting
September 21, 2023 at 5:45 pm

Members Present: Meghan Augustin, Tami Fryling, Jacqui Kuhn, Gary Marsh, Danielle Simmons

Members Absent: Suzy Byville, Maria Musgrave, Sarah Powell

Staff Present: Cierra Bakovka – Director

Guests: Mike Chachulski (Green Built Roofing)

- I. Call to Order: Meeting called to order at 5:52 pm by Augustin.
- II. Approval of Agenda motioned by Augustin and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. New Business
 - a. Roof
 - i. At the previous meeting, the board voted to utilize Green Built Roofing for the work related to the insurance claim from the April hailstorm. The motion specifically named GAF UHDZ as the shingle of choice; however, Mike Chachulski is now offering to upgrade to a more expensive designer shingle at no additional cost to the library. The GAF Camelot II shingle is designed to look like a hand-split slate tile and is a thicker/heavier shingle (314-320 pounds per square compared to 221 pounds per square for GAF HDZ). The warranty and algae block are the same as previously discussed. Mike showed the board a sample of the Camelot II shingle and noted color options such as Antique Slate, Royal Slate, and Charcoal. Mike to work with Bakovka to make final decisions on color and timing of the work.
 - ii. Approval to change roofing material choice from GAF UHDZ shingles to GAF Camelot II shingles motioned by Fryling and seconded by Kuhn. A roll call vote was conducted. Five yes, three absent; motion passed.
 1. Marsh YES
 2. Simmons YES
 3. Fryling YES
 4. Augustin YES
 5. Kuhn YES

6. Byville ABSENT
7. Musgrave ABSENT
8. Powell ABSENT

- V. Around the Table: omitted due to time constraints.
- VI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.
Meeting adjourned at 6:10 pm.

Monthly Check Register

As of September 31st

Date	Payee	Memo	Account	Amount
9.6.23	Absopure		Utilities	\$13.90
9.6.23	Amazon	Materials, Supplies, Programming, Ad	-SPLIT-	\$308.55
9.6.23	Baker & Taylor		Materials	\$490.03
9.6.23	Cengage	Large Print	Materials	\$26.39
9.6.23	Cindy Semark	Adult Program	Programming	\$100.00
9.6.23	City of Wayland		Utilities	\$58.00
9.6.23	Consumers Energy		Utilities	\$351.46
9.6.23	Heimler Consulting		Tech Support	\$585.00
9.6.23	Lakeland Library	Bags	Supplies	\$159.54
9.6.23	Loutit District Library	Fine Repayment	Contractual Serv	\$12.99
9.6.23	MicroMarketing	Audiobooks	Materials	\$90.79
9.6.23	TKS	Security Cameras	Contractual Serv	\$44.85
9.6.23	T-Mobile	Hotspots	Communications	\$271.85
9.6.23	US Bank	Printer	Equipment	\$544.28
9.20.23	Absopure		Utilities	\$20.85
9.20.23	Amazon	Programming, Materials, Supplies	-SPLIT-	\$545.35
9.20.23	Baker & Taylor		Materials	\$687.38
9.20.23	Blue Cross		Employee Ben	\$514.57
9.20.23	Cardmember Service		-SPLIT-	\$883.92
9.20.23	Cengage	Large Print	Materials	\$101.96
9.20.23	Cierra Bakovka	Mileage	Mem/Train	\$180.78
9.20.23	Coverall		Building&Grounds	\$555.00
9.20.23	Faith Fetty	Mileage	Supplies	\$14.41
9.20.23	High Mowing	Seed Shipping	Programming	\$14.95
9.20.23	KCL		Employee Ben	\$57.69
9.20.23	Lakeland Library	Movie License	Contractual Serv.	\$301.00
9.20.23	MERS		Employee Ben.	\$1,845.90
9.20.23	MJA Landscape		Building&Grounds	\$406.00
9.20.23	Sarah Champion	Reimbursement	Supplies	\$23.33
9.20.23	Tobin Buhk	Adult Program	Programming	\$250.00
9.20.23	Wayne Thomas	Adult Program	Programming	\$147.10



September 2023 Statement

Open Date: 08/16/2023 Closing Date: 09/14/2023



Visa® Business Cash Card

HENIKADISTRICTLIBRARY

Elan Financial Services
BUS 30 ELN

1-866-552-8855

8 9

New Balance	\$883.92
Minimum Payment Due	\$10.00
Payment Due Date	10/10/2023

Reward Points	
Earned This Statement	944
Reward Center Balance as of 09/13/2023	15,042
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,469.36
Payments	-	\$1,469.36CR
Other Credits		\$0.00
Purchases	+	\$883.92
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$883.92
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$20,500.00
Available Credit		\$19,616.08
Days in Billing Period		30

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services



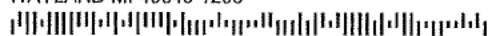
24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

Account Number	
Payment Due Date	10/10/2023
New Balance	\$883.92
Minimum Payment Due	\$10.00

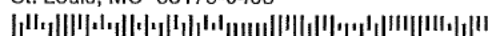
Amount Enclosed \$ _____

HENIKADISTRICTLIBRARY
ACCOUNTS PAYABLE
149 S MAIN ST
WAYLAND MI 49348-1208



Elan Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408



What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. INTEREST CHARGE: Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the INTEREST CHARGE by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the ADB separately for the Purchases, Advances and Balance Transfer categories. To get the ADB in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the ADB of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the ADB calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the ADB calculation.

2. Payment Information: We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional INTEREST CHARGES, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

3. Credit Reporting: We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



September 2023 Statement 08/16/2023 - 09/14/2023
 HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services (1-866-552-8855



Business Cash

Rewards Center Activity as of 09/13/2023	
Rewards Center Activity*	0
Rewards Center Balance	15,042

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	884	18,198
First Purchase Bonus	0	2,500
2 Extra Points - Telecom & Office Supply	34	710
1 Extra Point - Restaurants & Gas	26	296
Total Earned	944	21,704

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/16	08/15	1838	MEIJER # 026 877-363-4537 MI	\$16.65	Supplies
08/17	08/16	6630	DOLLAR TREE JENISON MI	\$13.28	Supplies
08/21	08/17	6080	WIX.COM*1070972073 800-6000949 NY	\$47.88	Ad/promo
08/22	08/21	2225	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
08/23	08/22	2555	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
08/31	08/29	1084	HARDING'S MARKET #3 WAYLAND MI	\$14.73	Supplies
08/31	08/29	9083	LITTLE CAESARS 3565-00 616-551-2771 MI	\$26.26	Mem Trans
09/05	09/01	1997	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	CS
09/07	09/06	7097	ZAZZLE INC 888-892-9953 CA	\$22.01	Supplies
09/07	09/06	7720	BONFIRE.COM HTTPSBONFIRE.VA	\$25.65	Supplies
09/13	09/12	8734	CANVA* I03906-43460080 HTTPSCANVA.CO DE	\$119.99	Ad/promo
Total for Account [REDACTED]				\$344.59	

Transactions FETTY, FAITH Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					

Continued on Next Page



Transactions FETTY, FAITH Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/17	08/16	3029	WALMART.COM 8009666546 800-966-6546 AR	\$4.47	AP 1/10
08/17	08/16	3102	WALMART.COM 8009666546 800-966-6546 AR	\$40.41	AP 1/10
08/18	08/16	6944	HARDING'S MARKET #3 WAYLAND MI	\$48.43	AP
08/18	08/16	6307	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.65	AP
08/23	08/21	6197	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.83	AP
08/29	08/28	3997	WAL-MART #2567 GRANDVILLE MI	\$49.04	AP
09/05	08/31	9732	WAYLAND DO IT BEST HAR WAYLAND MI	\$10.05	AP
09/05	08/31	9815	WAYLAND DO IT BEST HAR WAYLAND MI	\$12.69	AP
09/06	09/06	6989	AMZN Mktp US*TL8QW9U52 Amzn.com/bill WA	\$84.01	AM-1298 AI-71.03
09/08	09/06	9722	LOWES #01121* GRANDVILLE MI	\$1.39	AP
09/11	09/08	4833	HIGH MOWING ORGANIC SE 802-472-6174 VT	\$19.23	AP
09/11	09/08	2205	SP REDWOOD SEEDS REDWOODSEEDS. CA	\$4.01	AP
09/11	09/08	8178	DOLLAR-GENERAL #9954 WAYLAND MI	\$8.48	AP
09/11	09/09	0157	HARDING'S MARKET #3 WAYLAND MI	\$25.64	AP
09/12	09/11	9915	HIGH MOWING ORGANIC SE 8024726174 VT	\$14.95	AP
09/13	09/11	2511	HARDING'S MARKET #3 WAYLAND MI	\$26.82	AP-21.53 40-5.29
Total for Account				\$363.10	

Transactions SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/17	08/16	5400	TARGET 00020156 CALEDONIA MI	\$4.24	AP
08/24	08/23	4312	MEIJER # 199 877-363-4537 MI	\$14.01	AP
09/01	08/31	3766	TARGET 00020156 CALEDONIA MI	\$23.49	AP
09/01	08/30	2360	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.18	AP
09/08	09/07	7456	TARGET 00020156 CALEDONIA MI	\$32.84	AP
09/11	09/08	4261	MEIJER # 199 CALEDONIA MI	\$23.33	AP
09/11	09/09	4765	HOBBY LOBBY #244 KENTWOOD MI	\$35.66	AP
09/13	09/12	7276	MEIJER # 199 CALEDONIA MI	\$32.07	AP
09/14	09/13	1719	MEIJER # 199 CALEDONIA MI	\$7.41	AP
Total for Account				\$176.23	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/28	08/26	0056	PAYMENT THANK YOU	\$1,469.36CR	
Total for Account				\$1,469.36CR	



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, which comprise the Governmental Fund Balance Sheet as of September 30, 2023, and the related Statement of Revenue and Expenditures for the one month and nine months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The Board has elected to omit substantially all the disclosures ordinarily required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Henika District Library.

Walker, Fluke & Sheldon, PLLC
Hastings, Michigan
October 6, 2023

**Henika District Library
Governmental Fund Balance Sheet
As of September 30, 2023**

ASSETS

Current Assets:

Cash-Checking	\$ 213,131.80
Cash-Savings	531,603.07
Certificate of Deposit - 740	52,127.35
Certificate of Deposit - 090	5,364.04
Certificate of Deposit - 104	5,364.04
Certificate of Deposit - 112	5,364.04
Certificate of Deposit - 120	5,364.04
Certificate of Deposit - 139	5,364.04
Certificate of Deposit - 344	1,021.39
Building Fund 171	3,076.46
Savings - Building Fund	101,949.35
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,262,905.46

Total Assets \$ 1,262,905.46

**Henika District Library
Governmental Fund Balance Sheet
As of September 30, 2023**

LIABILITIES AND FUND BALANCE

Current Liabilities:

Due to the Federal Government	\$ (212.35)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 335,000.71

Fund Balance:

Fund Balance-Unrestricted	<u>762,554.00</u>
---------------------------	-------------------

Total Fund Balance -Beginning 762,554.00

Change in Fund Balance 165,350.75

Total Fund Balance 927,904.75

Total Liabilities and Fund Balance \$ 1,262,905.46

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 9 Months Ended September 30, 2023

	<u>Total Year Budget</u>	<u>1 Month Ended Sep. 30, 2023</u>	<u>9 Months Ended Sep. 30, 2023</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 206,841.00	\$ 0.00	\$ 206,909.00	\$ 68.00
City Revenue	178,000.00	1,065.82	161,510.57	(16,489.43)
State Aid	10,000.00	0.00	10,577.02	577.02
Penal Fines	30,000.00	3,172.49	25,993.36	(4,006.64)
Copier & Fax Income	1,474.00	399.30	3,176.31	1,702.31
Fines	265.00	165.87	915.51	650.51
Interest Income	2,800.00	1,226.37	9,052.34	6,252.34
Memorial Donations	210.00	165.75	493.32	283.32
Book Sales	150.00	30.59	924.34	774.34
Federal E-Rate	4,000.00	474.11	3,472.91	(527.09)
Grants	5,500.00	0.00	5,600.00	100.00
Miscellaneous Income	10,070.00	0.00	29,322.53	19,252.53
Total Revenues	<u>449,310.00</u>	<u>6,700.30</u>	<u>457,947.21</u>	<u>8,637.21</u>
Employee Expenditures:				
Wages	200,000.00	14,295.69	137,938.13	62,061.87
Employee Benefits	35,000.00	2,418.16	21,183.79	13,816.21
FICA Expense	15,000.00	1,093.63	10,751.61	4,248.39
State Unemployment Tax	0.00	6.40	113.02	(113.02)
Total Employee Expenditures	<u>250,000.00</u>	<u>17,813.88</u>	<u>169,986.55</u>	<u>80,013.45</u>
Operating Expenditures:				
Memberships & Training	8,500.00	207.04	5,752.54	2,747.46
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,000.00	0.00	771.00	2,229.00
Programming	17,000.00	1,223.22	14,445.57	2,554.43
Office Supplies	10,000.00	458.06	5,729.71	4,270.29
Housekeeping Supplies	0.00	168.70	168.70	(168.70)
Furnishings	11,000.00	0.00	5,840.46	5,159.54
Equipment	19,025.00	557.26	8,048.69	10,976.31
Materials	36,165.00	1,691.50	26,827.34	9,337.66
Accounting	14,520.00	481.10	9,022.90	5,497.10
Contractual Services	35,000.00	416.98	20,728.49	14,271.51
Communications	3,000.00	271.85	2,431.20	568.80
Technology Support	4,000.00	585.00	1,602.50	2,397.50
Advertising	2,650.00	204.84	2,837.27	(187.27)

See Accountants' Compilation Report

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 9 Months Ended September 30, 2023

	<u>Total Year Budget</u>	<u>1 Month Ended Sep. 30, 2023</u>	<u>9 Months Ended Sep. 30, 2023</u>	<u>Year-To-Date Variance</u>
Postage	400.00	0.00	202.20	197.80
Utilities	11,000.00	444.21	5,588.95	5,411.05
Maintenance-Building/Grounds	20,000.00	961.00	10,900.22	9,099.78
Maintenance-Equipment	4,000.00	0.00	1,709.00	2,291.00
Miscellaneous	0.00	0.00	3.17	(3.17)
Total Operating Expenditures	<u>199,310.00</u>	<u>7,670.76</u>	<u>122,609.91</u>	<u>76,700.09</u>
Total Expenditures	<u>449,310.00</u>	<u>25,114.64</u>	<u>292,596.46</u>	<u>156,713.54</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ (18,414.34)</u>	<u>\$ 165,350.75</u>	<u>\$ 165,350.75</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$213,581.98
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$531,603.07
BUILDING FUND XXX212	Current balance \$103,322.08
TIME DEPOSIT XXXX874	Current balance \$52,473.15
TIME DEPOSIT XXXX882	Current balance \$31,127.14

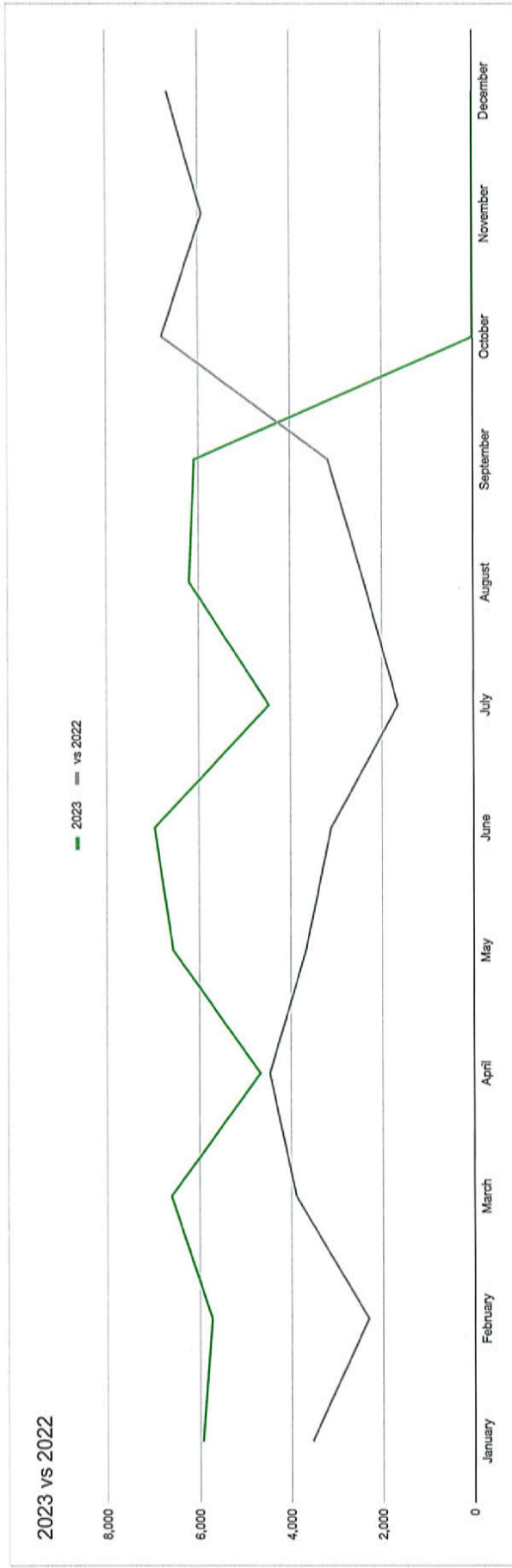
United Bank

900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

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WEEKDAY TRAFFIC STATS 23



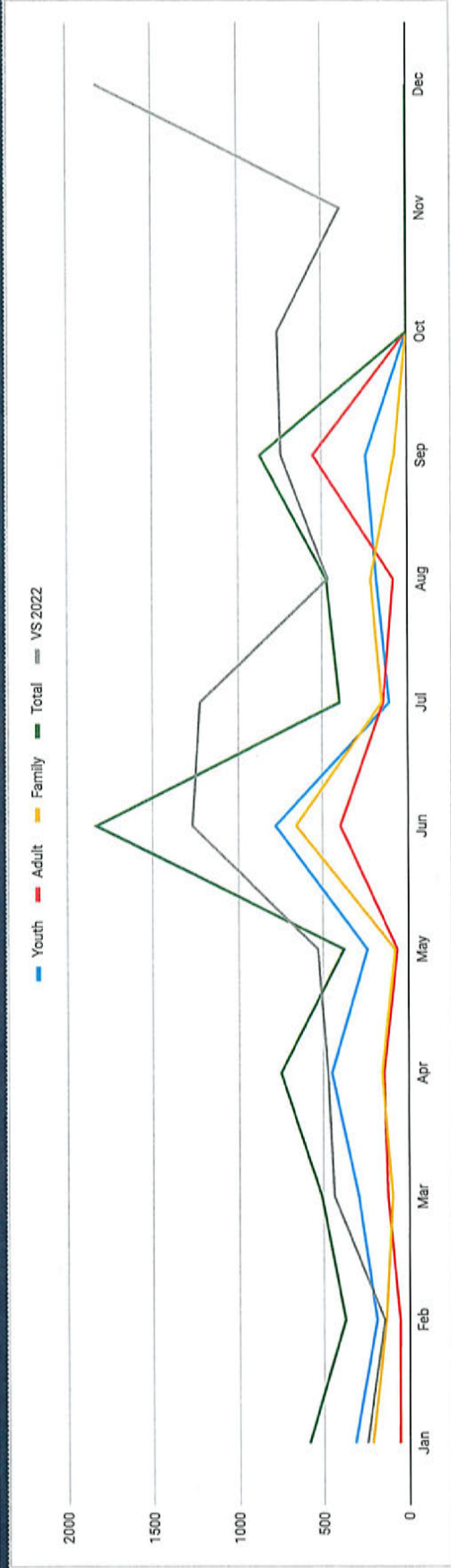
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	6,087	0	0	0	53,248	5,916
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December
Monday	264	340	270	207	236	344	250	379	395	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	273	381	342	215	303	278	181	203	248	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	213	244	327	220	283	332	218	298	252	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	372	327	283	278	355	236	206	232	349	#DIV/0!	#DIV/0!	#DIV/0!
Friday	155	175	174	131	177	225	184	154	184	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	139	113	106	93	140	212	115	102	118	#DIV/0!	#DIV/0!	#DIV/0!

Program Attendance 2023



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	317	188	295	451	240	778	107	180	241	0	0	0	2797
Adult	54	52	122	143	62	396	142	81	551	0	0	0	1603
Family	214	134	94	155	76	655	150	214	73	0	0	0	1765
Total [1]	585	374	511	749	378	1,829	399	475	865	0	0	0	6165
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	237%	258%	116%	158%	71%	144%	33%	102%	117%	0%	0%	0%	72%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	307	183	292	419	232	414	70	164	176	0	0	0	2257	188
Youth Reading	10	5	3	7	8	364	37	16	65	0	0	0	515	43
Youth Take-Home	0	0	0	25	0	0	0	0	0	0	0	0	25	2
Adult In-Person	45	52	116	143	62	64	70	75	551	0	0	0	1178	98
Adult Reading	9	0	3	0	0	166	36	3	0	0	0	0	217	18
Adult Take-Home	0	0	3	0	0	166	36	3	0	0	0	0	208	17
Family In-Person	118	12	39	32	6	624	94	143	5	0	0	0	1073	89
Family Take-Home	96	122	55	123	70	31	56	71	68	0	0	0	692	58

September 2023

Youth Services Report

Tori Schreur, Youth Services Librarian

Reading Dragons: 61 Signups. For the month of September we had 61 kids sign up for Reading Dragons. We kicked off Reading Dragons on September 5th, and had a drawing for a binder for kids to safely have a place to collect the cards. I've created special dragons and friends each month for kids to collect.

Lego Club: 8 attendees. It was a stormy night at our first lego club! This night's lego club was self-run and kids picked their own challenges that they wanted to create with their legos. We even had a young attendee who played with the duplo legos. The kids even cleaned up all of their legos! We had a fun time.

After School Art: 88 attendees. For after school art this month we made colored bubble art and tie dyed baby wipes. While the weather has been nice, I've been trying to think of art that is a little on the "messier" side, so once we begin doing things indoors, we won't make as many messes. The bubble art was a lot of fun. We had different colored bubble solutions and then blew the bubbles onto our paper. We even discovered that they looked neon once you held them up to the sun!

Preschool Storytime(s): 7 attendees. I was only able to make one storytime this month, but we had a lot of fun at the one we did! We had a color themed storytime and read books and sang songs about colors. The kids loved all the different colored crayons props, and guessing what colors would be next in our stories. After we read, we made caterpillars out of colored popsicle sticks and pompoms. They all turned out so cute!

Sensory Playtime: 14 attendees. We had a great turnout for sensory playtime. This is turning into one of my favorite programs. We had a fall sensory bin filled with pumpkins, corn, leaves, and the kids had magnifying glasses so they could get a better look. There were balloons to play with. We had giant blocks so we could build a wall around us while others tried to get us with the balloons. We had bubbles, and little pipes for the kids to play with. We even had an impromptu storytime. No one wanted to go home!

Henika Pokemon Trainers: 23 attendees. This was my first experience with Pokemon club, and I'm looking forward to many more to come. I made a giant Pokeball surprise pinata for the kids to punch. Each one contained a few Poke cards and a blank card for them to color. I put out games for the kids to play with as well as coloring sheets for those that wanted to color. The kids had a lot of fun doing their own thing, and sharing their cards with their friends.

Touch a Truck 69 attendees. We ran a Touch a Truck event for library card signup month. We had a few fire trucks, a police car, a semi, a tribal security car, and the tribal mobile headquarters. Unfortunately, I missed a bulk of the event due to medical issues, but it seems like we had a pretty good turnout!

1000 Books before Kindergarten: 1 new sign-up and two kids have moved onto the next step!

Looking forward: I was initially excited for the month of October, but now I am recovering from back surgery and do not know when I will be back, or how much I will be able to partake in the programs! As far as events, we had to cancel Lego Club and Sensory Playtime due to staffing issues. We will still be having Pokemon Club on Wednesday the 11th and Storytime and After School Art on Thursday, October 12th. I am hoping to be back for at least a day or two the week of the 16th, but I have not spoken with my doctor yet. That week, on the 17th we have Lil Wiggles. Then on October 26th we have Storytime and After School Art again. Again, here's hoping I'll be here for that but who knows. On Saturday the 28th I am planning a "Hands on Halloween" STEM program that I'm looking forward to! Then last but not least, the most exciting program, will be our Get Ready With Us for Halloween event!

SEPTEMBER 2023

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Pride and Prejudice Tea: 12

I was not present for this event

Don't Mind if I Fondue (In-Person): 6

I was not present for this event

Grand Rapids Ghost Hunters (In-Person): 32

I was not present for this event

Spice Club: Celery Salt (In-Person): 6

This was my first event as the adult services librarian. I ran it with Cierra, and we had a good time! We made deviled eggs with celery salt. It was good that Cierra made some boiled eggs at home, because the hotplate was not strong enough! I like the concept of spice club and would like to resume them in November.

Bingo! Brunch (Family In-Person): 5

This was my first time running bingo ever! I had anticipated more little kids, but the only participants were adults. We played three games, with one of them just being straight lines and the other opening it up to any bingo combination. I got doughnuts and cider for the brunch, and that seemed to be popular.

Total Program Participants: 61

September Reflection

My first day as adult librarian was September 21st, so I really came in at the tail end of this month. I do believe the programs went well, though. These programs had already been planned by Faith, so they gave me a good opportunity to get a feel for Henika without rushing to plan something three days after I started. Her adult librarian guide has been a lot of help as well!

Looking Forward

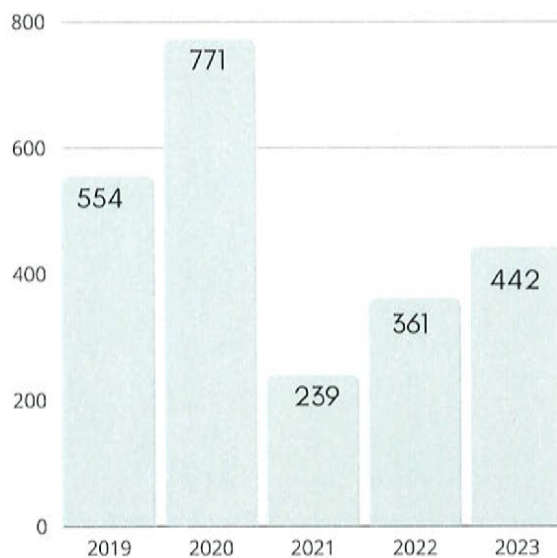
We have two speakers in October (Cindy Semark and Tobin Buhk), as well as a craft, another bingo brunch, and a movie night. It's my intention to run the October programs as planned and then start getting creative for November. I'm very excited to start creating and running my own programs, and I'm very grateful for everyone at Henika helping me get acclimated!

September 2023

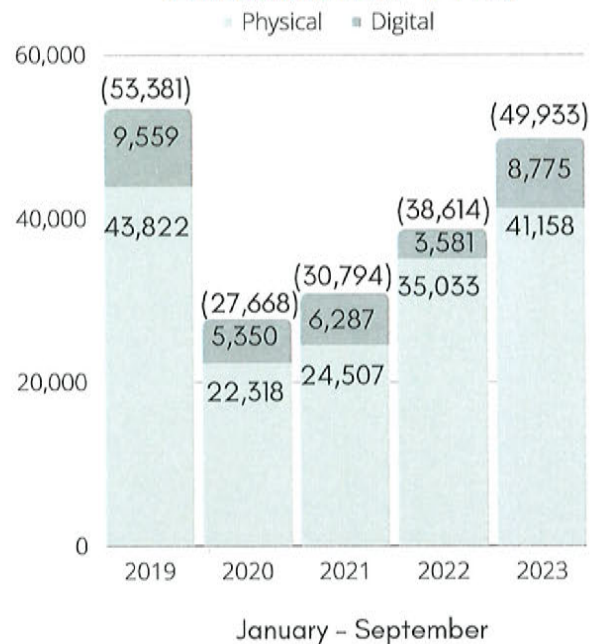
Our overall Circulation YTD numbers continue to improve last September's numbers by 11,319! Categories showing the most growth from last year during the month of September include: Adult print, MeL items, Board Games, Special Collection items, General Fiction DVDs, Youth DVDs, Teen Audiobooks, Adult e-Books, Teen e-Books, Youth e-Books, and Juvenile e-Audiobooks. Additionally, our computer sessions for the month of September are also trending upward and have increased by 81 sessions since this time last year. Categories that are trending downward this September include Juvenile Print, Tween Print, Teen Print, and Video Games. I attribute the decline in the checkouts of Youth materials to the school year starting back up and kids attending after school activities.

Courtney Schenkhuisen - Circulation Supervisor

Computer Sessions



Circulation YTD:



Henika has 2,617 total patron accounts. 438 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

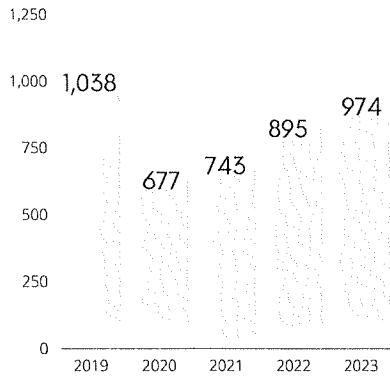
190 Patron accounts added YTD
 15 Patron accounts added in September

- 6 Wayland City
- 9 Wayland Township
- 1 Non-Resident

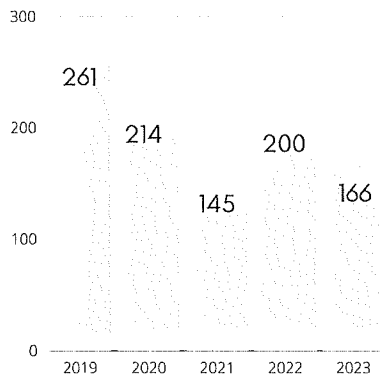
*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

September Circulation, 2019-2023

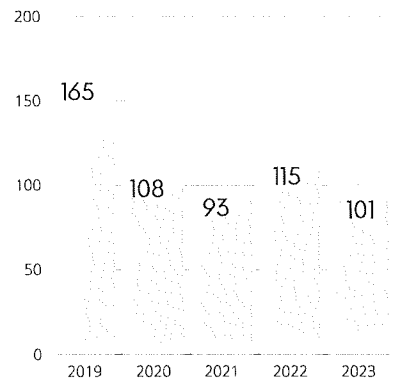
Adult Print



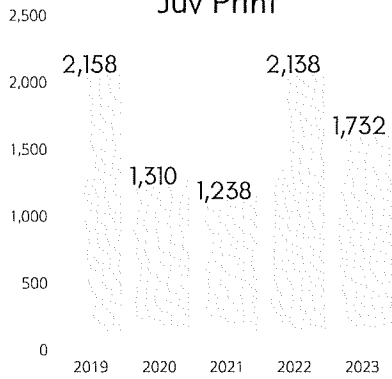
Teen Print



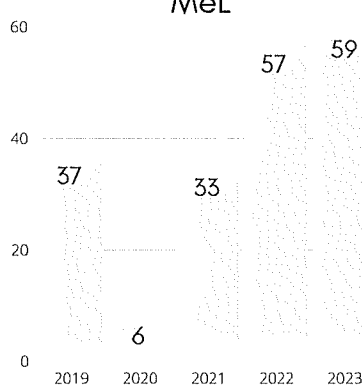
Tween Print



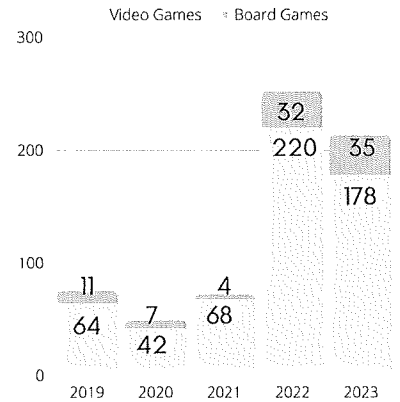
Juv Print



MeL

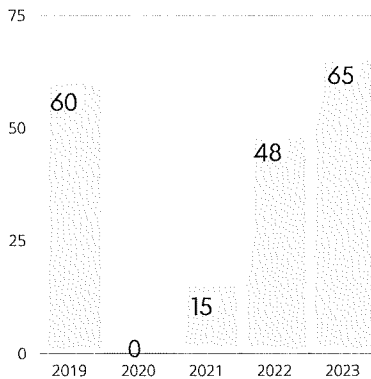


Games

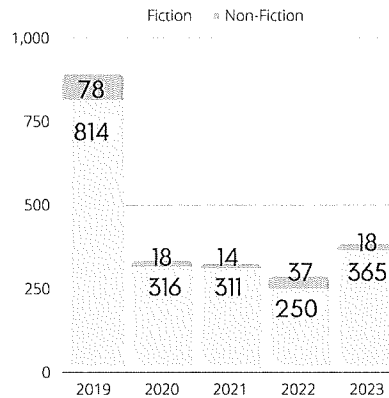


*pictures books, readers, chapter, juv graphic, juv NF

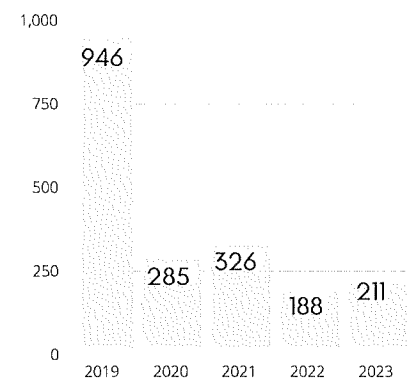
Special Collection



General DVD

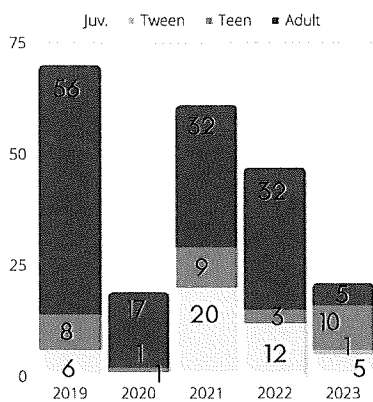


Youth DVD

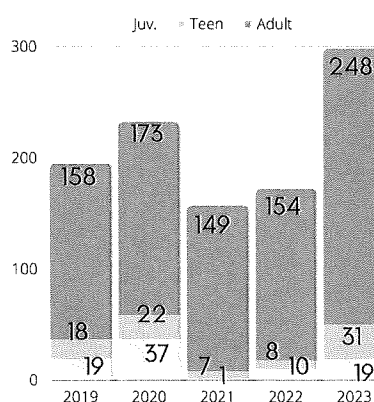


*prior to August 2021, this only included launchpads

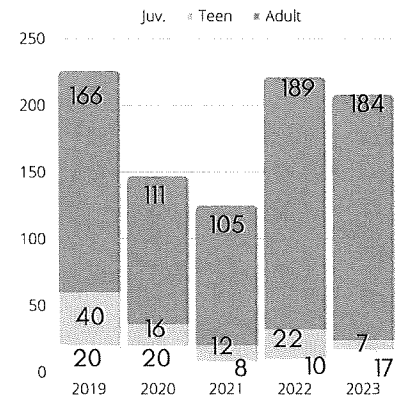
Audiobooks



eBooks



eAudio





Sale of 203 South Main Street

10.13.2023


Joshua M. Eggleston, City Manager
Wayland City
103 South Main Street
Wayland, MI 49348





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Proposed Buy/Sell Agreement.....	5



Dear Mr. Eggleston,

Thank you for the opportunity to submit our proposal to purchase the parking lot located at 203 South Main Street. This opportunity means a lot to us because it could allow us to grow in ways that will better benefit the community of Wayland. In small towns like ours, libraries function as not only institutions of knowledge and resources, but as community centers. You need only to stop in after 2:30 on any weekday or any time we have an event going on to see how full of life and connection the Henika District Library is.

The attached proposal lays out our dream of growth and advancement in and for the Wayland community. We believe the proposal is mutually beneficial and look forward to your response. Thank you again for your time and consideration.

Sincerely,

Henika District Library

Meghan Augustin

President

Cierra Bakovka

Director

Interested Party

Henika District Library

149 S. Main St.
Wayland, MI 49348
269-792-2891

Main Contact: Cierra Bakovka, Director
Main Contact Email: waycb@llcoop.org
Main Contact Phone: 269-792-2891 ext 309

Henika District Library Board Members:

Meghan Augustin, *President*

Suzy Byville, *Vice President*

Gary Marsh, *Treasurer*

Jacqui Kuhn, *Secretary*

Danielle Simmons, *Trustee*

Maria Musgrave, *Trustee*

Tami Fryling, *Trustee*

Sarah Powell, *Trustee*

Henika District Library has been a proud part of the Wayland community since 1899. We are a public library serving Wayland City and Wayland Township and their roughly 8,000 residents as a government non-profit institution. We are also a part of Lakeland Library Cooperative that gives cardholders access to 41 other libraries throughout West Michigan.

Intended Use and Proposed Purchase Price

The Henika District Library Board proposes that the Henika District Library purchase the parking lot next to the library located at 203 South Main Street that is currently owned by the City for public use. With your approval, the library is prepared to take over all maintenance associated with future upkeep as well as any of the transaction costs and attorney fees associated with the property transfer in exchange for a minimal sales price (\$1.00). We have included a draft of a Buy/Sell Agreement for your review as well.

Henika District Library was built in 1899 and has been open and serving the community of Wayland since 1903. What started as a collection of 200 books has grown to a physical collection of over 16,000 materials and nearly a million digital items for residents to check out and enjoy free of charge. We are consistently coming up with new ways to effectively

meet the needs of our ever growing and changing community. Since 2021, we added mobile hotspots, chromebooks, gaming consoles, other tech items, assistive devices, and tools for DIY projects to our collection for community members to borrow at no charge as well. Beyond items to take home, we also offer public computers, printing/copying/faxing, local resource guides, a seed library, and many fun events. We have held a range of educational and entertaining programs for all ages that were attended by over 8,500 people last year alone, which was nearly three times more than that of the previous year, and continues to grow.


Should we be allowed to purchase the parking lot at 203 South Main Street, the benefits we can offer the community will only continue to grow. Not only will ownership of the lot allow the library to schedule a larger number and scale of events, but it would open a door for a potential expansion that would allow a plethora of additional opportunities and resources for the future.

Past Experience, Proposed Use, and Time Frame

The parking lot itself is already used mainly for library patrons and activities as it is situated between two properties already owned by the library (149 and 209 South Main Street), and we intend to continue to use said lot to further our ability to serve the community for as long as the library resides at 149 South Main Street. Acquiring the lot would allow the library to not only continue to pursue our mission to encourage community and personal growth through diverse materials, services, and experiences here in Wayland, but also to open pathways for future growth of the library itself.

The library is currently exploring the possibility of an expansion to increase the space, resources, and opportunities we can offer to the community. One idea that has been floated is to expand into the current parking lot (should we acquire it) and then shift the footprint of the parking lot into some of the greenspace that currently occupies our other property at 209 South Main Street. The Henika District Library or its Board have not finalized any concrete expansion plans or timelines at this time, as many aspects of the project would hinge on acquiring the lot located at 203 South Main Street as well as a solid funding plan (which is currently under development). We have recently engaged Triangle Associates as our construction management partner to assist us in this pre-planning process.

Until a time when concrete expansion plans and funding for said plans are finalized, the library would continue to maintain and care for the parking lot and will continue its main use of parking and occasional library events. If we are unable to purchase the parking lot, it



would end any chance of future expansion or growth of the library at our historic location at 149 S. Main Street.

Proposed Buy/Sell Agreement

See Attached.

CARDIAC EMERGENCY RESPONSE PLAN

DESCRIPTION

Per the American Heart Association, roughly nine out of ten cardiac arrest victims who receive a shock from an AED in the first minute live. During cardiac arrest, CPR can double or triple a person's chance of survival. In the interest of maximizing the safety of patrons at Henika District Library ("the Library") hereby enacts this Cardiac Emergency Response Plan ("CERP") as a guideline for responding to cardiac emergencies on library grounds.

CARDIAC EMERGENCY RESPONSE TEAM

The Cardiac Emergency Response Team ("CERT") is a group of library staff members who have current CPR/AED training and are designated to respond to and provide basic life support during a cardiac emergency until local emergency medical, fire, and or law enforcement personnel arrive to take over. The director shall keep and update the CERT roster as needed and serve as the Team Coordinator. If the director does not have up to date CPR/AED training and certification, they may delegate to another staff member who is up to date until the director obtains or re-ups their certification.

ACTIVATION OF CARDIAC EMERGENCY RESPONSE TEAM

- A. Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.
- B. The protocol for responding to a cardiac emergency should be posted and readily accessible to anyone.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

- A. Minimum recommended number of AEDs for Henika District Library:
 - a. *Inside the building* – The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within the building, ideally within 2 minutes of being notified of a possible cardiac emergency.
 - b. *Outside the building (e.g., lawn, parking lot, etc.)* – The number of AEDs, either stationary or in the possession of an on-site staff member, shall be sufficient to enable the delivery of an AED to any location outside of the building including any venue, athletic field, or school grounds, ideally within 2 minutes of being notified of a possible cardiac emergency.
- B. Regularly check and maintain each AED in accordance with the AED's operating manual and maintain a log of the maintenance activity.

- C. Designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity, in this case, the director.
- D. Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel, antiseptic wipes, a CPR barrier mask, and an extra set of AED pads.
- E. AEDs should not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- F. AEDs shall be readily accessible for use in responding to a cardiac emergency, during both regular and after-hours library activities, in accordance with this CERP. Each AED should have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the "Cardiac Emergency Response Team" attachment.

COMMUNICATION OF THIS PLAN

- A. The Cardiac Emergency Response Protocol should be readily available in places such as (but not limited to):
 - a. In the library Employee Handbook and Training Manual
 - b. Adjacent or attached to each AED
 - c. Near each staff desk
- B. The Cardiac Emergency Response Protocol should be *distributed* to:
 - a. All library staff at the start of their employment, with updates distributed as made.

TRAINING IN CARDIOPULMONARY RESUSCITATION (CPR) AND AED USE

- A. Staff Training:
 - a. A sufficient number of staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED. Training shall be renewed at least every two years.
 - b. The library should designate the person responsible for coordinating staff training as well as the medical contact for AEDs, if available.
 - c. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice, and testing.
 - d. The library may run Cardiac Emergency Response Practice Drills as necessary and may include the participation of targeted responders as necessary.

LOCAL EMERGENCY MEDICAL SERVICES (EMS) INTEGRATION

In accordance with this plan the library will:

- A. Provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- B. The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, library officials, on-site first responders, administrators, and other members of the community medical team.
- C. Work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform the local emergency response system of the number and location of on-site AEDs.

ANNUAL REVIEW AND EVALUATION OF THE PLAN

The library will conduct an annual internal review of the Cardiac Emergency Response Plan. The annual review should focus on ways to improve the response process, to include:

- A. A post-event review following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function. Events should be documented immediately using the library's incident report and given to the director. Post-event documentation and action shall include the following:
 - a. A contact list of individuals to be notified in case of a cardiac emergency.
 - b. Determine the procedures for the release of information regarding the cardiac emergency.
 - c. Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
 - d. The identification of the person(s) who responded to the emergency.
 - e. The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
 - f. An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
 - g. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

- B. A review of the documentation for all Cardiac Emergency Response Drills performed during the year. Consider pre-established Drill report forms to be completed by all responders.
- C. A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.

PROTOCOL FOR CARDIAC EMERGENCY RESPONDERS

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk events. One should also identify the closest appropriate medical facility that is equipped in advanced cardiac care. Follow these steps in responding to a suspected cardiac emergency. Be aware that some steps may occur concurrently if multiple staff members are immediately available.

SIGNS OF CARDIAC ARREST

Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- Note: If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called *commotio cordis*. The person may have the signs of cardiac arrest described above and is treated the same.

FACILITATE IMMEDIATE ACCESS TO PROFESSIONAL MEDICAL HELP

- Call 9-1-1 from a cellphone as soon as you suspect a sudden cardiac arrest. Provide the library address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
 - **Library Address:** 149 S. Main St., Wayland, MI 49348
 - **Cross Street:** Main St and Pine St

- **Entrances:** Front (facing Main St.) or Side (Facing parking lot). Choose the nearest one to the patient
- Immediately contact the members of the Cardiac Emergency Response Team (CERT).
 - Give the exact location of the emergency. Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
 - The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open.
 - Acquire AED supplies such as latex-free gloves, razor, scissors, towel, antiseptic wipes, a barrier mask and consider an extra set of AED pads.
- Assign someone to go outside to direct EMS and another to perform crowd control

START CPR

- Begin continuous chest compressions and have someone retrieve the AED.
 - Press hard and fast in the center of the chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
 - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old).
 - Follow the 9-1-1 dispatcher's instructions, if provided.

USE THE NEAREST AED

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

TRANSITION CARE TO EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

ACTION TO BE TAKEN BY SUPERVISORY STAFF:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff
- Consider changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Notify staff and patrons when to return to the normal schedule.

CARDIAC EMERGENCY RESPONSE TEAM

2023 Fiscal Year

The following persons compose the Cardiac Emergency Response Team. All members shall have current CPR/AED training and are hereby designated to respond to and provide basic life support during a cardiac emergency. Those closest to the emergency shall be contacted first.

Team Member Name	CPR/AED Training Expiration	During Working Hours Phone/Extension	After Working Hours Phone/Extension
Team Coordinator - Cierra Bakovka	07/18/2025	Ext 309	██████████
Sarah Champion	07/18/2025	-	██████████
Tori Schreur	01/01/2025	Ext 303	██████████
Courtney Schenkuizen	07/18/2025	Ext 301	██████████
Jess Pannapacker	07/18/2025	-	██████████
Ashley Bolton	07/18/2025	-	██████████